

Elk Rapids District Library Board of Trustees
Meeting Agenda
October 13th, 2022, 5:00 pm
@ the Government Center, 315 Bridge St., Elk Rapids

- 1) Call to Order
- 2) Approval of Agenda [Action]
- 3) Public Comment - Any citizen who wishes to address the Library Board on a matter may speak at this time. Persons addressing the Board may state their name, address and if applicable, their affiliation. A three-minute limitation applies.
- 4) Board Education - Northland Cooperative
- 5) Consent Agenda - *The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action.*
 - a) Minutes - September 8th, 2022
 - b) Treasurer's Report and Approval of Bills
- 6) Correspondence
 - a) Elk Rapids District Library - Boards & Commissions Presentation
- 7) Unfinished Business
 - a) Audit Acceptance [Action]
 - b) Director - Welcome [Discussion]
- 8) New Business
 - a) Community Engagement Report [Discussion]
- 9) Director's Report
- 10) Standing Committee Reports
 - a) Personnel Committee – Pollister Amos, Atkinson, Stephenson
 - b) Financial Committee – Atkinson, Pollister Amos, Weber
- 11) Ad Hoc Committee Reports
 - a) Building Committee – Hults, Stephenson, Atkinson

b) Strategic Planning Committee – Stephenson, Weber

12) Friends Report

13) Public Comment

14) Board Comments

15) Adjourn

Elk Rapids District Library Board of Trustees
September 8, 2022, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

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1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Dick Hults, Mike Weber, Karen Simpson, Nancy Wonch.

Members absent: Kopkau

Also Present: Interim Director Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There is one person in the audience at the start of the meeting

2. Approval of Agenda :

MOTION: by Wonch/Pollister Amos to approve the agenda
Motion carried.

3. Public Comment:

Sharon Bacon, representing the Friends of the ERDL, shared that she was pleased with the process that the board went through to find our new Director, Pamela Williams and the Friends look forward to working with her.

4. Consent Agenda

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

- A. Minutes of August 11, 2022
- B. Minutes of August 23, 2022, Special
- C. Treasurer's report and approval of bills.

Pollister Amos stated that board members in attendance names needed to be corrected on both minutes.

MOTION: by Atkinson/Simpson to approve the minutes as corrected.
Motion carried.

MOTION: by Wonch/Simpson to approve the treasurer's report and bills

Roll Call:

Kopkau :absent

Weber: Yes

Wonch: Yes

Pollister Amos: Yes

Hults: Yes
Atkinson: Yes
Simpson: Yes
Stephenson: Yes
Motion carried.

5. Correspondence:

Stephenson reported that we have received a letter from some staff complimenting Aaron Hill on his success as Interim Director and they recommend that we hire him as Assistant Director. Stephenson explained that staff decisions are made by the Director, not the board. Several board members agreed that Aaron has done a great job. Stephenson also reported that 13 Ways is in town and that will be discussed later in the meeting. Connect the Nation is offering free training through the libraries. Aaron shared that they plan to utilize these classes at the library. Stephenson got material from Pam Williams for the press release to announce her as the new Director of the ERDL. She said one of her first orders of business is to get fiber connected to the building. This is something we are working on covering with grants. The line will be run from the water tower. Pam is working with her board in Frankenmuth, and they are starting the process of hiring someone to replace her.

6. Unfinished Business:

A. Director Search Committee

Pollister Amos asked that a clarification on what the new Director's salary will include be entered into the minutes. The minutes of April 11 showed a 3% match but we also talked about a 5% match because that was the previous director's match. Her motion will be what Stephenson offered Williams via email.

MOTION: by Pollister Amos/Wonch regarding Salary for Director

The base salary of our new director Pamela Williams will be \$80,000.00 paid in equal installments throughout the year; along with a \$5,000 moving allowance that will be issued on her first full paycheck; a \$750 per month stipend will be provided for her choice of health insurance, an HSA etc.; with up to 5% match toward retirement, 4 weeks' vacation, along with 2 personal days, and up to 10 sick days.

Roll Call:
Stephenson: Yes
Simpson: Yes
Weber: Yes
Wonch: Yes
Amos: Yes
Hults: Yes
Kopkau: Absent
Atkinson: Yes
Motion carried 7-0

7. New Business:

A. Student Library Card Policy

Hill said we learned last week that the middle school students don't have access to the library during construction and they have asked us to be a library for the school. We discussed using the student's identity card as their library card and creating this policy and a memorandum with the school. We want to fast track this policy and get an official memo of understanding created with legal help so we can begin delivering books to the school. Weber asked about how we would deliver books to the schools? Hill said they would access our catalog through our site and we would roll that into our regular operations and the material gets set in a bin and taken over to the school weekly. Pollister Amos asked if kids can still come to the library to check books out? Yes. This is a good direction to go. Hill read over the items in the memo of understanding with the goal of getting a temporary approval prior to next month. The student ID number would be static and that ID number is consistent until they graduate. Weber suggested an auto renewal. Hults asked about book recovery process. Hill said we aren't going to send this to collections to get a book back. It's easier to accept that there may be some loss but we are limiting the numbers. Beyond that, the age of the collection is quite old and we are getting rid of these materials over the next year anyway.

Hill presented the following for a potential Memorandum of Understanding with the Elk Rapids Schools. He will meet with Superintendent Julie Brown to discuss further.

4. Student ID One Card [Draft]

- a. Middle school has no on-site library access
- b. The library uses the student ID barcode as the patron identifier, along with first and last names, and home room
- c. The library does not log checkout history, and maintains no personal contact information for individual students
- d. The school agrees to help recover library materials to the best of their ability
- e. The school offers parents an opt-out for each student
- f. The library cannot be responsible for what materials students request.
- Supervision of student requests is the responsibility of the school and/or parent
- g. The library does not hold

MOTION: to suspend the rules by Pollister Amos/ Weber

Motion carried.

MOTION: by Pollister Amos/Hults to approve the development of a policy using the suggestions provided by Hill today for immediate implementation of the student ID barcode as their library card.

Discussion: Hill said we have material we've been looking at from Charlevoix and Milwaukee who also did a collaboration with their local school system. Wonch asked regarding if she's a student and she checks out three books. If she doesn't bring them back, she can't check out more. Hill said there is a history of who has what once it's out. If a book is brought back and it's destroyed, are they responsible for that? Hill said we can't submit their names to a collection agency so no. They aren't responsible. We will set up a patron report class where we can run

reports for just student circulation. If there is a big amount of loss right out of the gate, we will need to revise our policy. Weber asked if there will be a liaison through the school? There is no librarian at any of the schools. They have some para-pros, but they have no librarians.

Motion carried.

B. Fiber Optics to Library

This was discussed previously. Stepheson said it will be running to the harbor and our new equipment will be able to handle this speed.

C. Book and Material Challenges

This is a document that came through Michigan Library Association. This is something that's out there. Patmos Library lost their funding because a group thought they had inappropriate materials in the library. This is a nice fact sheet from the state where libraries stand. We do need to be ready for it. Hill will send out the fact sheet to the board since it wasn't in the packet.

D. Director

1. Integrating to staff
2. Contract status: This has been taken care of. We looked at creating a contract. Our attorney Mike Blum with Foster Swift recommended that since we recently completed did a new employee handbook, this is legal documentation for an at-will employee.
3. Press and social medial releases: Could Karin Berry from the Friends write something up for publication. Stephenson asked Camille Campbell. Yes, but she would like a bit of information provided.
4. Introduction to the community: Even before we hired someone, members of the Friends wanted to have a welcome party. We will also want to introduce her to the different municipalities, school board and community groups.
5. Meet the director public event: The friends are working on this.

8. Director's Report

As presented by Hill

Until Pam settles in, Hill will have a weekly call with her to update her on operations from here on out. OPAC searches are down but foot traffic and circulation are up. This is great. People are coming out and to the library in person. We moved the cataloging workstation downstairs. The SOP documentation is being worked on now and he's setting up a draft available to Pam for review and revisions. We made a commitment to have NY Times Bestsellers and we've tweaked our policy with MCLS so that we aren't making new titles available through MEL anymore. They will be available for outside circulation once they aren't on the new shelf. We had a staff meeting last Friday to recap the summer. There is a document I'm passing around. It is an almost pristine copy of the first issue of the first volume of the Elk Rapids Record Eagle from 1865. At Julia's suggestion, I've spoken with a custom framer in Traverse City and we will get this framed for presentation. Simpson asked if we are paying Pam for the time she's spending getting caught up to speed. Pollister Amos said probably not until she starts spending physical time here. Hill said this was at her instigation and she said she'd like to talk.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson
No report

B. Financial Committee: Atkinson, Pollister Amos and Weber
We haven't met and we haven't gotten any updates on the audit report. Once we get that, we will have a meeting to review.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, Atkinson
No meeting but it sounds like we may have a lot to do soon to get an easement for the fiber line.

B. Strategic Planning Committee: Stephenson, Weber
Stephenson said we now have Julie Brown and Holly Spencer on our committee. Pam will also be on this. The data itself should be ready as early as next Friday. We will have a lot of great data and ideas from the community.

11. Friends Report

As presented by Camille Campbell

They met on August 22. Bacon wasn't in attendance, but she sent her report. We discussed the director search committee and the Book Cellar which has raised \$2300 in the month of July. Two events were canceled by COVID but the exciting news is that we have a new event scheduled for October 13, Fall Flannel and Friends at Townline Cider. The goal is to support the YA collection for the library. The jewelry sale is in the works for 2023 and the question was raised to discuss if the Friends were considering expansion of the community room and that gives us a goal and gets us excited.

12. Public Comment: Same rules as previous public comment

None

13. Board Comments:

Stephenson said he's been working with Wonch regarding a 13 Ways response. We are already in the middle of a strategic plan and it's hard for us to work on two strategic plans at once while we are waiting for data. We put together a draft with our recommendations and our responses. Wonch asked how we should best share our thoughts? Simpson said it's not something we need to vote on. He's just consulting. He's not making decisions. Wonch said it would be a good idea to meet with Doug Griffiths and compliment him on his recommendation and tell him of our progress and how happy we are with our progress. We can articulate our process and we've taken many steps and we are happy with the progress of the board. I don't think we need to have further consulting at this time. Pollister Amos said it sticks in her craw that he suggested that the whole board resign. It's clear he didn't do the research. The board didn't deserve that slap in the face because we were making excellent progress. Simpson said this is an opportunity to say you were wrong and look at what we've accomplished. Wonch said the first point in the list said it would have been an error to dismiss all of the members of the board and I think we can point that out to him. The success of the board as it is now is a testament to that. This is the best way to point that out. Simpson said if he is willing, Stephenson should meet with him. He said he would be willing to do that. Wonch is willing to go with Stephenson to this meeting.

14. Adjournment

Motion to adjourn at 6:05 by Wonch/Simpson. Motion carried.

Respectfully,
Julia Pollister Amos
Secretary Elk Rapids District Library Board

LibBdMin9.8.22DRAFT

Elk Rapids District Library
Balance Sheet
 As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1106 · 5/3 Bank General Fund/Checking	23,956.65
1108 · 5/3 Bank General Fund/Savings	299,428.41
1112 · Huntington Bank CD	207,706.07
1113 · Alden Money Market	200,763.03
Total Checking/Savings	731,854.16
Other Current Assets	
1130 · Taxes Receivable	75,873.98
1220 · Prepaid expenses	8,545.74
Total Other Current Assets	84,419.72
Total Current Assets	816,273.88
TOTAL ASSETS	816,273.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Payables	7,287.30
Total Accounts Payable	7,287.30
Other Current Liabilities	
2100 · Payroll Liabilities	
Federal Withholding	1,112.00
Medicare Withholding	
Company	318.31
Employee	318.31
Total Medicare Withholding	636.62
Michigan Withholding	-1,161.59
Social Security Withholding	
Company	1,360.98
Employee	1,360.98
Total Social Security Withholding	2,721.96
Total 2100 · Payroll Liabilities	3,308.99
2200 · Accrued Salaries & Wages	5,774.34
2250 · Accrued Compensated Absences	5,024.00
Total Other Current Liabilities	14,107.33
Total Current Liabilities	21,394.63
Total Liabilities	21,394.63
Equity	
3000 · Open Bal Equity	148,200.27
3900 · Fund Balance	769,462.09
Net Income	-122,783.11
Total Equity	794,879.25
TOTAL LIABILITIES & EQUITY	816,273.88

Elk Rapids District Library
Profit & Loss Budget vs. Actual
March through September 2022

	Mar - Sep 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
101-402 · Millage			
101-403 · E.R.Town.	42,341.44	144,445.00	-102,103.56
101-404 · Milton Town.	33,535.49	188,545.00	-155,009.51
Total 101-402 · Millage	75,876.93	332,990.00	-257,113.07
101-405 · T.L.Town.	0.00	3,500.00	-3,500.00
101-575 · State Aid	5,388.33	4,500.00	888.33
101-600 · Copy Fees	811.15	1,200.00	-388.85
101-655 · Book Fines/Fees	294.93	300.00	-5.07
101-656 · Penal Fines	11,709.92	10,000.00	1,709.92
101-657 · Non-resident Fees	40.00	200.00	-160.00
101-664 · Interest	286.19	100.00	186.19
101-671 · Donations			
101-672 · Memorial Donations	200.00		
101-674 · General Use	2,308.00	0.00	2,308.00
101-675 · Designated Donations	1,030.00	0.00	1,030.00
Total 101-671 · Donations	3,538.00	0.00	3,538.00
101-676 · Reimbursements	330.40	0.00	330.40
101-677 · Grants	4,106.00	9,000.00	-4,894.00
101-678 · Transfer from Heffer Gift	0.00	0.00	0.00
101-696 · Miscellaneous	93.00	0.00	93.00
Total Income	102,474.85	361,790.00	-259,315.15
Gross Profit	102,474.85	361,790.00	-259,315.15
Expense			
101-701 · Payroll			
101-702 · Salaries/Wages	122,385.18	221,995.00	-99,609.82
101-703 · FICA	8,444.94	13,765.00	-5,320.06
101-704 · Medicare	1,975.02	3,220.00	-1,244.98
6560 · *Payroll Expenses	13,824.00		
Total 101-701 · Payroll	146,629.14	238,980.00	-92,350.86
101-705 · Pension	512.00	3,350.00	-2,838.00
101-706 · Health Insurance	237.00	4,650.00	-4,413.00
101-726 · Operating Supplies	3,831.58	5,000.00	-1,168.42
101-727 · Software	2,599.28	5,000.00	-2,400.72
101-728 · Equipment	6,335.30	8,000.00	-1,664.70
101-763 · Misc.	272.75	500.00	-227.25
101-801 · Professional/Contractual	19,897.30	12,000.00	7,897.30
101-851 · Insurance	4,234.00	3,700.00	534.00
101-860 · Mileage	100.00	500.00	-400.00
101-871 · Worker's Comp.	0.00	700.00	-700.00
101-900 · Postage	95.19	300.00	-204.81
101-901 · Publicity	722.00	500.00	222.00
101-920 · Utilities			
101-921 · Electricity	1,668.04	3,200.00	-1,531.96
101-922 · Water	1,053.56	1,500.00	-446.44
101-923 · Natural Gas	1,899.47	3,200.00	-1,300.53
101-924 · Internet/Telephone	3,253.42	5,000.00	-1,746.58
Total 101-920 · Utilities	7,874.49	12,900.00	-5,025.51
101-930 · Building Facilities	5,414.69	12,000.00	-6,585.31
101-940 · Leased Books	0.00	2,500.00	-2,500.00
101-942 · Copier	516.05	1,000.00	-483.95

Elk Rapids District Library
Profit & Loss Budget vs. Actual
March through September 2022

	Mar - Sep 22	Budget	\$ Over Budget
101-955 · Periodicals	326.17	3,500.00	-3,173.83
101-956 · Membership/Dues	3,566.04	4,000.00	-433.96
101-957 · Programs			
101-958 · Youth	3,831.48	3,500.00	331.48
101-959 · Adult Programs	37.50	3,000.00	-2,962.50
101-960 · Board of Trustees	0.00	500.00	-500.00
101-961 · Volunteer	0.00	0.00	0.00
Total 101-957 · Programs	3,868.98	7,000.00	-3,131.02
101-962 · Education/Training	347.18	1,000.00	-652.82
101-965 · Audio Visual	1,186.68	3,500.00	-2,313.32
101-969 · E-books	-414.96	3,000.00	-3,414.96
101-970 · Capital Outlay	362.50	5,000.00	-4,637.50
101-971 · Books	12,513.12	12,000.00	513.12
101-975 · Library of Things	2,836.52		
101-998 · Grant Expense	1,394.96	9,000.00	-7,605.04
101-999 · Contingency	0.00	2,210.00	-2,210.00
Total Expense	225,257.96	361,790.00	-136,532.04
Net Ordinary Income	-122,783.11	0.00	-122,783.11
Net Income	-122,783.11	0.00	-122,783.11

Elk Rapids District Library
Profit & Loss Budget vs. Actual
March through September 2022

	% of Budget
Ordinary Income/Expense	
Income	
101-402 · Millage	
101-403 · E.R.Town.	29.3%
101-404 · Milton Town.	17.8%
Total 101-402 · Millage	22.8%
101-405 · T.L.Town.	0.0%
101-575 · State Aid	119.7%
101-600 · Copy Fees	67.6%
101-655 · Book Fines/Fees	98.3%
101-656 · Penal Fines	117.1%
101-657 · Non-resident Fees	20.0%
101-664 · Interest	286.2%
101-671 · Donations	
101-672 · Memorial Donations	
101-674 · General Use	100.0%
101-675 · Designated Donations	100.0%
Total 101-671 · Donations	100.0%
101-676 · Reimbursements	100.0%
101-677 · Grants	45.6%
101-678 · Transfer from Heffer Gift	0.0%
101-696 · Miscellaneous	100.0%
Total Income	28.3%
Gross Profit	28.3%
Expense	
101-701 · Payroll	
101-702 · Salaries/Wages	55.1%
101-703 · FICA	61.4%
101-704 · Medicare	61.3%
6560 · *Payroll Expenses	
Total 101-701 · Payroll	61.4%
101-705 · Pension	15.3%
101-706 · Health Insurance	5.1%
101-726 · Operating Supplies	76.6%
101-727 · Software	52.0%
101-728 · Equipment	79.2%
101-763 · Misc.	54.6%
101-801 · Professional/Contractual	165.8%
101-851 · Insurance	114.4%
101-860 · Mileage	20.0%
101-871 · Worker's Comp.	0.0%
101-900 · Postage	31.7%
101-901 · Publicity	144.4%
101-920 · Utilities	
101-921 · Electricity	52.1%
101-922 · Water	70.2%
101-923 · Natural Gas	59.4%
101-924 · Internet/Telephone	65.1%
Total 101-920 · Utilities	61.0%
101-930 · Building Facilities	45.1%
101-940 · Leased Books	0.0%
101-942 · Copier	51.6%

Elk Rapids District Library
Profit & Loss Budget vs. Actual
March through September 2022

	<u>% of Budget</u>
101-955 · Periodicals	9.3%
101-956 · Membership/Dues	89.2%
101-957 · Programs	
101-958 · Youth	109.5%
101-959 · Adult Programs	1.3%
101-960 · Board of Trustees	0.0%
101-961 · Volunteer	0.0%
Total 101-957 · Programs	55.3%
101-962 · Education/Training	34.7%
101-965 · Audio Visual	33.9%
101-969 · E-books	-13.8%
101-970 · Capital Outlay	7.3%
101-971 · Books	104.3%
101-975 · Library of Things	
101-998 · Grant Expense	15.5%
101-999 · Contingency	0.0%
Total Expense	62.3%
Net Ordinary Income	100.0%
Net Income	100.0%

Elk Rapids District Library

Profit & Loss

September 2022

	Sep 22
Ordinary Income/Expense	
Income	
101-600 · Copy Fees	200.15
101-655 · Book Fines/Fees	48.99
101-657 · Non-resident Fees	10.00
101-664 · Interest	28.29
101-671 · Donations	
101-674 · General Use	2,177.00
Total 101-671 · Donations	2,177.00
101-677 · Grants	4,106.00
Total Income	6,570.43
Gross Profit	6,570.43
Expense	
101-701 · Payroll	
101-702 · Salaries/Wages	22,668.75
101-703 · FICA	1,405.47
101-704 · Medicare	328.70
6560 · *Payroll Expenses	0.00
Total 101-701 · Payroll	24,402.92
101-726 · Operating Supplies	414.40
101-727 · Software	1,690.00
101-728 · Equipment	127.94
101-763 · Misc.	8.70
101-851 · Insurance	3,786.00
101-860 · Mileage	100.00
101-920 · Utilities	
101-921 · Electricity	329.16
101-923 · Natural Gas	71.36
101-924 · Internet/Telephone	374.49
Total 101-920 · Utilities	775.01
101-930 · Building Facilities	1,191.68
101-942 · Copier	84.33
101-957 · Programs	
101-958 · Youth	91.77
Total 101-957 · Programs	91.77
101-965 · Audio Visual	148.43
101-971 · Books	2,238.42
101-975 · Library of Things	0.00
Total Expense	35,059.60
Net Ordinary Income	-28,489.17
Net Income	-28,489.17

Elk Rapids District Library

Profit & Loss

March through September 2022

	<u>Mar - Sep 22</u>
Ordinary Income/Expense	
Income	
101-402 · Millage	
101-403 · E.R.Town.	42,341.44
101-404 · Milton Town.	33,535.49
	<hr/>
Total 101-402 · Millage	75,876.93
101-405 · T.L.Town.	0.00
101-575 · State Aid	5,388.33
101-600 · Copy Fees	811.15
101-655 · Book Fines/Fees	294.93
101-656 · Penal Fines	11,709.92
101-657 · Non-resident Fees	40.00
101-664 · Interest	286.19
101-671 · Donations	
101-672 · Memorial Donations	200.00
101-674 · General Use	2,308.00
101-675 · Designated Donations	1,030.00
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Total 101-671 · Donations	3,538.00
101-676 · Reimbursements	330.40
101-677 · Grants	4,106.00
101-696 · Miscellaneous	93.00
	<hr/>
Total Income	102,474.85
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Gross Profit	102,474.85
	<hr/>
Expense	
101-701 · Payroll	
101-702 · Salaries/Wages	122,385.18
101-703 · FICA	8,444.94
101-704 · Medicare	1,975.02
6560 · *Payroll Expenses	13,824.00
	<hr/>
Total 101-701 · Payroll	146,629.14
101-705 · Pension	512.00
101-706 · Health Insurance	237.00
101-726 · Operating Supplies	3,831.58
101-727 · Software	2,599.28
101-728 · Equipment	6,335.30
101-763 · Misc.	272.75
101-801 · Professional/Contractual	19,897.30
101-851 · Insurance	4,234.00
101-860 · Mileage	100.00
101-900 · Postage	95.19
101-901 · Publicity	722.00
101-920 · Utilities	
101-921 · Electricity	1,668.04
101-922 · Water	1,053.56
101-923 · Natural Gas	1,899.47
101-924 · Internet/Telephone	3,253.42
	<hr/>
Total 101-920 · Utilities	7,874.49
101-930 · Building Facilities	5,414.69
101-942 · Copier	516.05
101-955 · Periodicals	326.17
101-956 · Membership/Dues	3,566.04
101-957 · Programs	

5:26 PM

10/10/22

Accrual Basis

Elk Rapids District Library

Profit & Loss

March through September 2022

	<u>Mar - Sep 22</u>
101-958 · Youth	3,831.48
101-959 · Adult Programs	<u>37.50</u>
Total 101-957 · Programs	3,868.98
101-962 · Education/Training	347.18
101-965 · Audio Visual	1,186.68
101-969 · E-books	-414.96
101-970 · Capital Outlay	362.50
101-971 · Books	12,513.12
101-975 · Library of Things	2,836.52
101-998 · Grant Expense	<u>1,394.96</u>
Total Expense	225,257.96
Net Ordinary Income	<u>-122,783.11</u>
Net Income	<u><u>-122,783.11</u></u>

ERDL Expansion
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Heffer at Huntington	304,222.91
10110 · Independent Bank	569,172.78
Total Checking/Savings	<u>873,395.69</u>
Total Current Assets	<u>873,395.69</u>
TOTAL ASSETS	<u>873,395.69</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	896,632.04
Net Income	-23,236.35
Total Equity	<u>873,395.69</u>
TOTAL LIABILITIES & EQUITY	<u>873,395.69</u>

5:35 PM

10/10/22

Accrual Basis

**ERDL Expansion
Profit & Loss
September 2022**

	<u>Sep 22</u>
Ordinary Income/Expense	
Expense	
471-764 · Refund	8,000.00
Total Expense	8,000.00
Net Ordinary Income	-8,000.00
Net Income	<u><u>-8,000.00</u></u>

ERDL Expansion
Profit & Loss
March through September 2022

	<u>Mar - Sep 22</u>
Ordinary Income/Expense	
Income	
471-665 · Interest Income	955.38
471-674 · Donations	3,186.17
Total Income	<u>4,141.55</u>
Expense	
471-763 · Miscellaneous	320,362.44
471-764 · Refund	11,050.00
471-801 · Professional / Legal	67.50
471-986 · Campaign Expense	2,003.40
Total Expense	<u>333,483.34</u>
Net Ordinary Income	-329,341.79
Other Income/Expense	
Other Income	
Transfers From Other Funds	306,105.44
Total Other Income	<u>306,105.44</u>
Net Other Income	<u>306,105.44</u>
Net Income	<u><u>-23,236.35</u></u>

COMMUNITY ENGAGEMENT REPORT



*Prepared for the Elk Rapids District Library by Midwest Collaborative
for Library Services*

*Pamela Seabolt
Midwest Collaborative for Library Services*

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Summary of Community Engagement

The Elk Rapids District Library embarked on a new strategic planning process in June 2022, which included engaging members of the community. This report summarizes the engagement process and resulting themes that were identified. “Community” has been defined as the Elk Rapids District Library’s service area. The Library used a combination of a Community Survey, one-on-one interviews, and Community Conversations with a wide variety of community residents and community leaders to identify this information. The interviews were based on The Harwood Institute model of community engagement, which seeks to “Turn Outward” to the community to determine their aspirations, and, in turn, to prioritize services that are in alignment with the true needs of the community.

The Elk Rapids District Library administered a Community Survey in April and May 2022, the members of the Library’s Strategic Planning Committee conducted one-on-one interviews with various community residents and leaders in June and July 2022, and consultants with the Midwest Collaborative for Library Services facilitated six Community Conversations in August 2022. The survey, interviews, and Conversations were opportunities for the residents of Elk Rapids Village, Elk Rapids Township, Torch Lake Township, and Milton Township to discuss their aspirations for the community and the concerns they have about reaching those aspirations, and to identify areas where the Library might help the community reach its aspirations. Of the 460 respondents to the Community Survey, 250 residents responded to the aspirations and concerns questions, 42 community residents and leaders were interviewed by the ERDL Strategic Planning Committee, and 29 residents participated in the Community Conversations.

The notes from the survey responses, interviews, and conversations have been summarized in a blended community narrative and public knowledge summary. The community aspirations and community concerns have also been organized in word cloud illustrations. In addition, information on how people believe the Library might help the community to reach its aspirations has been organized and themed.

Community Narrative

Community members openly shared their aspirations and concerns. The following is a narrative of the information, summarized in a blended form of The Harwood Institute models of the “Community Narrative” and “Public Knowledge Summary.”

It is important to recognize that this was written in a specific time frame and context. Locally and nationally, there is incredible political polarization and division, and there are clearly frustrated people across the community and across the political spectrum. We are also more than two years into a global pandemic which has caused disconnection, isolation, and fear for many. These issues came through clearly in the interviews and are important to consider when using the community narrative and public knowledge summary to guide long-term planning.

Elk Rapids District Library Community Narrative/Public Knowledge Summary

The Elk Rapids District Library’s Community aspires to be a beautiful, small, welcoming, friendly, safe, and supportive community that is accepting, inclusive, diverse, engaged, connected, and involved. They want to be a community that values education and lifelong learning by supporting the schools and library, and to work together toward collective goals to evolve and grow thoughtfully and intentionally.

A small, welcoming, friendly, safe, and supportive community

Most of those that were engaged aspire to live in a small community that is welcoming, friendly, safe, and supportive, and many feel that they already live in such a community. Quite a few appreciate living in a small, “tight-knit” community where people know their neighbors by name and shared that this is the reason the area of Elk Rapids appeals to them as their chosen community. People also shared that they want to live in a friendly community, where people smile and say hello and genuinely care about each other. People want to feel cared for and know that if help is needed, they can count on each other.

While most feel that this is the community they already live in, some expressed concern about not feeling welcomed and supported, especially those that are considered new to the community and seasonal residents. Many feel that everyone is welcoming and friendly to visitors to the area, but that living in the area is a very different experience. There is room to grow in ensuring that all who come to the community - whether a visitor, seasonal resident, or year-round resident - feel welcomed and part of the community.

An accepting, respectful, inclusive, and diverse community

People also shared they aspire to live in an accepting, respectful, inclusive, and diverse community. They want to live where people are open-minded and look to the strengths of the community and its people, as well as remain optimistic about the future. They want to feel accepted, that the community “values all,” that people are participating and speaking up with the best of intentions, and that others are actively listening and striving to understand the views of others. Many shared a desire to see all areas of the community, from local leadership to residents and visitors, intentionally seeking diversity of thoughts and input on issues while respecting that viewpoints may differ. No one expects to agree with everything going on, but many feel that a balance could be reached with work, compromise, and cooperation. People expressed a feeling of “we’re all in this together,” and want to see more opportunities for community-building and engaging with each other respectfully.

People also want to live in a community that is inclusive by being sure to intentionally seek feedback and input from all areas of the community, including a diversity of ages, ethnicities, location, etc. People want all viewpoints and experiences to be included and valued. Division was the biggest concern expressed by those engaged. This division is felt widely and was expressed throughout several of the themes in this report. Concerns include perceiving a different level of inclusion dependent on whether people are new residents, returning residents, long-time residents, year-round residents, or seasonal residents. Working together towards the collective good is important, while understanding that compromises will need to be made.

People also shared that they want to live in a community that is diverse, and this was talked about in a few ways. One way is that people want to see a wider range of ages in the community. They want to see multigenerational growth and a community that is family-oriented and youth-friendly. Many felt the age diversity in the area year-round is limited as it is considered more of a retirement or seasonal community, and many feel that having job opportunities at all socio-economic levels and more housing options will help to diversify the age demographics in the community.

A community working towards collective goals with an eye towards intentional evolution and growth

People also want to live in a community that is vibrant and thriving. This includes working towards a shared vision and collective goals while thoughtfully and intentionally evolving and growing. Division was again felt and expressed; while some feel the community already matches their ideal, many are concerned that without proactive and intentional change, the community will become stagnant, resulting in a continued population decrease and widening the division felt in the community. To work towards these efforts, community members want leadership that is representative of the diverse community and its distinct needs, that works

hard to seek broad input, and that communicates widely. The community would like leadership to create a shared vision in collaboration with other townships and local organizations that can help lead the way and be the roadmap. People want a community that is proactive and open-minded in listening and innovating, collaborative and cooperative in working with others, that seeks to compromise where needed, and that approaches everything with transparency and working towards the good of the whole. Many feel that new ideas or innovations are often not given enough consideration because it goes against “the way we’ve always done things,” and that “every change in the area is a big deal.” A specific example asked for examination and evaluation of initiatives and agreements that have been in place for many years to make sure they are still useful and relevant. People shared they feel division has increased in part because of the global pandemic and the disruptions it has caused. They feel this is the time to take a step back, re-evaluate, and press the “reset button.”

In sharing about intentional progress in the community, people reiterated that they like the small community atmosphere, but many feel that without economic diversity the gaps and feeling of division will just continue to widen. One of the biggest concerns around this was the affordability of living in the community. Many feel that the move towards more short-term rentals and a seasonal economy will continue to widen the gap for affordable housing and make it more difficult to encourage year-round residents to move into the area. Many feel that having access to local shopping and amenities to meet their needs would help to support those living in the area year-round, and would be beneficial in attracting other full-time residents. Some of the services suggested included closer or easier access to medical services such as a hospital or emergency room, more convenient access to shopping options or larger chain stores nearby, and more access and availability to workers in trade professions, such as people who will perform cosmetic or repair work for residential homes or service for vehicles. With more diverse economic options, people feel there will be more diverse job options at varying socio-economic levels; more diverse housing options would be needed to support this evolution.

Many feel that housing, businesses, and events cater to visitors and seasonal tourism, so the community loses many of those amenities in the winter months. Residents expressed a desire to have more focus on opportunities that meet their needs, such as restaurants or shops open year-round and year-round events and activities, especially those that include families and youth. Many shared that it shouldn’t all be about the tourists; they want the community and leadership to have a plan and goals that drive year-round support as well.

Some feel that US Highway 31 has become a literal division in the community that makes it difficult to traverse to the downtown area and marina. Some shared the need for a safe walkable and bikeable way to cross US Highway 31. The danger of crossing the highway makes it difficult for young people, especially, to access these areas safely. Some shared that it is difficult to meet in the Rotary Park area or to visit the farmer’s market because it feels unsafe to walk around and because of the noise from the traffic.

Another concern was that not everyone has internet connectivity in the area. The towns seem to be covered well, but out in the townships and more rural areas the lack of internet connectivity has become a barrier for many.

An aware, engaged, connected, and involved community

People also shared that they want to live in an aware and engaged community. Community members want to know what's happening locally and have plenty of opportunities to be involved and engaged. How people hear about information and events seems to be a point of confusion for individuals. Some within Elk Rapids Village seem to receive some communication (either by email or by mail) automatically because of where they live, while some who live in Elk Rapids Township, Milton Township, or Torch Lake Township don't receive the same information. There are a variety of places people get their information from: the local newspaper and the Traverse City newspaper, local television stations, social media, mailings from specific villages or townships, and electronic newsletters from various locations and organizations. Information is often not being shared widely between all these outlets and is often not being shared far enough ahead of time for people to take advantage of events or participate. People want to be more aware of how to find relevant and timely news and information important to the community so they can be more involved.

People in the community also want to be engaged and to engage with others. They want plenty of year-round opportunities for all ages to meet people and feel connected to others in the community. Young people and young families especially want ways that are easy for them to be involved, taking in into account the busyness of their lives. One of the biggest concerns expressed was around a lack of places to gather in the community informally and formally. People want places to take part in learning and recreational activities; to gather with others, such as a coffee shop or juice bar where they can meet early in the morning or later in the evening; and collaborative and co-working spaces with internet connectivity and technology. Many expressed the need to have more of these gathering spaces in the community, but also to be able to utilize more of the spaces that already exist, such as local organizations and government centers.

People want local businesses and organizations to engage with them to find out what they want and to seek feedback from them around initiatives and ideas. They also want spaces where they can engage in respectful dialogue around issues and concerns important to the community.

A beautiful, walkable community with plenty of outdoor activities that maintains environmental awareness

Living in a beautiful and aesthetically pleasing community is important to the people we engaged. All we heard from feel like they already live in a beautiful community, but many shared that people need to remain environmentally aware so that it's sustained for future generations. Water is important and a focal point for the community. People want to maintain water fronts and lakes, and expect responsible use of the lakes and beaches. People hope for responsibility in creating access to water and sewage (drilling for well water/sewage access or utilizing the lakes for water) in order to ensure there will be future access to water for residential purposes. Many also shared that adopting environmentally friendly practices - such as limiting or eliminating Styrofoam and plastic single use products and responsibly disposing of trash - should be a priority in helping maintain the beauty of the community.

Outdoor activities are an important part of people's lives, and creating and maintaining a community that is walkable and bikeable that people can access from a variety of directions safely is important to those who were engaged. Maintaining the natural environment is important to maintaining the lake lifestyle that is a large part of this community's identity.

A community that supports education, the schools, and the library

People aspire to live in a community that values and supports education and lifelong learning. They feel that supporting education of all types for all ages helps people remain open to new ideas and varying perspectives. People also want to ensure that the community supports and invests in the schools as they work with the youth, who are the future of the community.

People feel the library is important in providing opportunities for all, and many view the library as a point of pride. While there are many differing opinions on what the library should do about the building, all agree that the library needs to move forward and continue to provide necessary services for the entire community. People expressed a desire for library leadership to create a plan for moving forward, and to be sure to communicate and seek input from the community routinely. While many feel the issue of the building became a catalyst in bringing to light much of the division felt in the community, they also feel that the library can be the example for the community as they navigate what is next. Specific ideas are shared in the section "How might the Library help?"

Community Aspirations

family oriented transparency future thinking
active listening housing diversity gathering space
progressive optimistic respectful dialog
small community engaged
opportunities for younger people opportunities for all ages **supportive**
trustworthy appreciation of nature
diverse know your neighbors **open-minded**
respectful forward thinking trails healthy
lifelong learning opportunities **library**
evolving aesthetically pleasing co-working space reciprocity
helpful **welcoming** water community-building
growth economic diversity quiet value all
common goals balance **kind** leadership
safe friendly vibrant civility caring reset cooperative
intentional growth try new things **accepting**
active tight knit multigenerational informed
education educated participation thriving
compromise good stewardship awareness
collaborative diversity of thought
walkable community age diversity meets needs
beautiful youth friendly coffee shop
environmentally aware sustainability
collaborative space collective good
connected **inclusive** communication
transportation local resources involved
outdoor activities diverse workforce
community pride year-round residents
responsible affordable housing



Community Concerns



How might the Library help?

Those that participated in the Library's engagement process were asked how the Library might help achieve community aspirations and address community concerns. The responses have been compiled and loosely themed, and are listed below, followed by some of the specific suggestions under each category. The themes are listed in the order of most mentioned. Some suggestions could fall under more than one category. **It is important to note that these ideas and suggestions from the community reflect how they see the Library in the community and what they would like to see. Some suggestions could be services or activities the Library already offers or could be ideas for new or aspirational activities and services.**

Be a positive example

People feel that the Library can and should be an appreciative and positive example in the community in multiple ways. The Library can and should accept and acknowledge the criticisms that have been voiced, and then create a vision and goals to move forward. This moment can be an opportunity to craft the story of the Library learning and growing. The Library can model behaviors such as using respectful dialog, community-building, compromising, and cooperating that help move beyond barriers. People want the Library to be the center of the community, but this does not just mean physically; people also want the Library to be on everyone's mind in a positive way.

Many feel the current Library building is important (specifics about the building and location are outlined at the end of this report), but feel that the Library is more than just the building, and that leadership and staff should move beyond talking about the Library as a physical space only and begin thinking about the Library beyond its walls. People feel the Library should be the place to access information and resources of all types, but also goes above and beyond - listening to what people want, then providing more than they ask for. Staff should be friendly and open and seek to remove barriers and provide services equitably. Some shared they appreciate that there are no fees associated with the Library's services.

Most shared that the Library is seen as a safe and neutral location that is available and open to everyone, and that they want the Library to make efforts to remove politics from its operations where possible. The Library Board of Trustees, Library leadership, and Library staff need to do the hard work to improve the Library's reputation and rebuild relationships within the community it serves. Some specifically suggested the Library Board of Trustees should reflect the diverse community, and shared high expectations that the new Library Director will be active in the community and working to rebuild relationships.

People want the Library to be connected to issues and concerns throughout the whole service area and work collaboratively towards solutions that work for the collective good. They also want the Library to continue to facilitate listening sessions around Library services or initiatives, as well as to benchmark the Library's services with libraries of similar size and funding. The

Library should gather data from benchmarking and input from the community, and then move forward with decisions after considering all input and needs. Those engaged would like the Library to create a new mission, vision, and goals so the community can get behind them and support the Library. Many specifically requested that the Community Engagement Report be shared widely with the community. Another suggestion was to create transparency about the Library's decision-making process, and to be proactive by providing information (possibly videos) that inform people about how the Library works, the "life" of a book in the Library, how to access and use services, how people can give input or ask questions, how the Library Board of Trustees operates, etc. People shared that in 5 years, they hope the Library will be so busy that it will need to be open more hours, and that services were going so well that the Library will campaign to increase its millage by demonstrating value.

Some shared that the Library expansion project seemed to bring some of the issues facing the community to light, which has since sparked multiple planning processes in the area. The Library should continue to learn and grow, be proactive, and model collaborative partnerships within the community. People want the Library Board of Trustees, administration, and staff to be involved in the community, to "show up and speak up."

Be present in the entire area served

People expressed several different ways they want the Library to be seen throughout the entire service area. First, those living in areas outside of Elk Rapids Village or Township feel that the Library doesn't provide services for them unless they come into the Library building. They want the Library to be out and visible throughout the whole area served. Suggestions included a bookmobile or mobile Library services that would provide access to resources and services in various locations throughout the area. People suggested the mobile services should include events and programs, internet connectivity, and the ability to check out materials. Some suggested that rather than a bookmobile, the Library could partner with other organizations (the schools, township or government buildings, assisted living facilities, etc.) in order to provide these mobile services. Making an effort to provide services to the schools, the migrant worker population, local indigenous tribes, and those out in the townships was mentioned often. People suggested the Library investigate if volunteers might be able to assist with outreach efforts. Another idea is to provide a way for people to return Library materials throughout the community by providing Library return drop boxes or by partnering with organizations so people can return materials closer to home. The townships outside of Elk Rapids Village and Township want to feel like the Library is for them, as well, and want to see an effort, especially initially, that the Library is meeting them where they are rather than expecting people to always come to the Library building.

People also shared that they want to see the Library participating in local events and in local groups. Library staff could help serve on planning groups for local events, partner with others to provide local events, or serve on local planning groups or committees. People want to see the

Library participating in local festivals and events by providing a Library booth/tent/table with activities, information, and resources.

Be creative and flexible to provide up-to-date and innovative services

Most people understood that there are limitations to the services the Library can offer because of limited facilities and resources, but shared they want the library to be creative and flexible in providing up-to-date and innovative services. Some specifically suggested partnering with other libraries in the region and local organizations and businesses to bring more services and opportunities to the area. Other thoughts were to look for creative funding ideas, such as grants, that could provide supplemental funding, or to partner with the Friends group to facilitate fundraising events (for example, a costume party.)

People want to see the Library prioritize collaborating with the school district. Some shared the schools are staffed with volunteers only; is there a way the Library could provide services to students and teachers to help fill that gap? Another suggestion is to investigate if it would be beneficial for the Library to be a school drop-off or pick-up location for students.

Other suggestions from the community around services include providing opportunities, events, and information that support local needs or causes (for example, bringing yarn and making hats for people who need them); providing increased access to eResources such as digital magazines, newspapers, and business databases; and providing resources and information to residents who are new to the area (like a “welcome to the community” packet.) People also want to see updated technology at the Library including access to more computers or devices, access to maker equipment such as a 3D printer, up-to-date digital services that include the ability to view and register for events online, and a Library catalog that is more user-friendly.

Create more awareness for the Library and services offered

People shared they want to be aware of what is happening at the Library and what resources are available to them. As shared in the Aspirations/Concerns section, people find and receive their news from multiple sources, and people want the Library to publicize events and services widely and across many different sources. Many shared that it feels like information is still mostly shared by “word of mouth” and they would like to see other publicity efforts being made. They also want communication far enough ahead of time that people can adequately plan to participate. Another suggestion was to share the information frequently and multiple times; if information is only shared once, many people miss it. It was suggested to make sure to go beyond social media as many people don’t utilize social media platforms to get news. The Library could include “Did you know?” articles and information about what the Friends of the

Library is doing in the Library's newsletter and other local publications. They want the Library to be consistent in their publicity about events and resources.

People also suggested the Library get creative in publicizing information, including creating flyers with QR codes that lead to the Library's eNewsletter sign-up page that can be shared in the building and throughout the community. Other suggestions include placing flyers for children's events in the adult section as well as the youth section, so parents see them both places.

Opportunities to engage and for lifelong learning

People also feel that the Library has a role in creating opportunities for the community to engage and for learning throughout all stages of life, and feels this is one of the main roles the Library should have in the community. People want the Library to reach out to local residents, business owners, and members of local organizations to invite them to share about specific topics or issues as a way to give back to the community and increase the knowledge-sharing.

Because the ideas shared were specific, they are shared here in list format:

- Resources and support for people looking to start a small business or current small business owners
- Highlight local business owners
- Events that allow people a chance to engage with each other and "meet your neighbors"
- Programs that promote diversity and highlight different viewpoints (such as a Human Library program)
- Programs for seniors, especially on technology and how to use digital or virtual services
- Multigenerational programming where all ages can participate together
- Provide space for teenagers to gather and space for them to work collaboratively in small groups (with technology)
- More programs and opportunities for youth
 - Crafts
 - STEM
 - Reading challenges
 - Cooking and healthy cooking
 - Study programs (especially SAT & AP test preparation)
 - Career assessment or programs that explore various career options (especially for teenagers)
 - Techniques or activities to help manage anxiety (especially for teenagers)
 - Collaborate with the schools to offer field trip opportunities to the Library or visit the schools to share resources and information with students
 - After school activities, such as Chess Club
 - Interactive virtual college visits at the Library (partner with universities)

- Civic education programs, resources, and information, including “How to register to vote” programs
- Opportunities for younger parents and professionals to engage
- Opportunities for parents to engage after school drop-off time or later in the evening
 - A mom’s group
- Youth programs and adult programs simultaneously so adults can engage with others while the youth are in a program
- Proactive information around how people can access other libraries in the area, especially how to access genealogical, historical, and archival collections
 - Partner with regional genealogists, archivists, or historians for programs
- Other specific program ideas:
 - Watercolor painting/other art classes
 - Travel planning
 - Hobbies
 - Community gift wrapping night (bring your gifts and wrap together)
 - Chamber music group
 - Classical guitarist
 - Shakespeare on the lawn
 - Author events
 - Job fair
 - Community organization fair
 - Shared art/art exhibits
 - Gardening
 - Reading groups at various times so more people can participate
 - Nature (partner with parks and recreation, nature centers, etc.)
 - Cooking/food
 - Financial literacy
 - Outdoor concerts
 - Outdoor movies
 - Miniature golf in the Library
- Programs that promote engagement and people coming together
 - Community forums
 - Community dialog/conversations
- Opportunities that support homeschooled youth and families
- Hobby clubs or groups (such as knitting or other crafts)
- Tutoring programs
- Resources that promote information literacy
- Resources, materials, and programs that highlight diversity and promote inclusion

Space for people to gather and meet

One of the most talked about aspirations and concerns for the community was the need for community meeting and collaborative spaces. People want access to meeting spaces equipped with up-to-date technology for both large and small groups. People also shared a need for space that supports remote workers, including private space for virtual workshops or meetings, that incorporates updated technology. People would like to see a larger children's area and more space for teens. They want a place where youth can be noisy, "hang out," and work together, as well as space for parents and families to be together. People want to encourage the Library to continue to use outdoor space for events and programs.

Specific to the current library building/location

It is important to note that many shared thoughts or ideas around the Library's current building or location. It is recognized that the status of the current Library building is still not determined; however, the ideas, thoughts, and concerns from the community regarding the current building and location are captured here as part of the report:

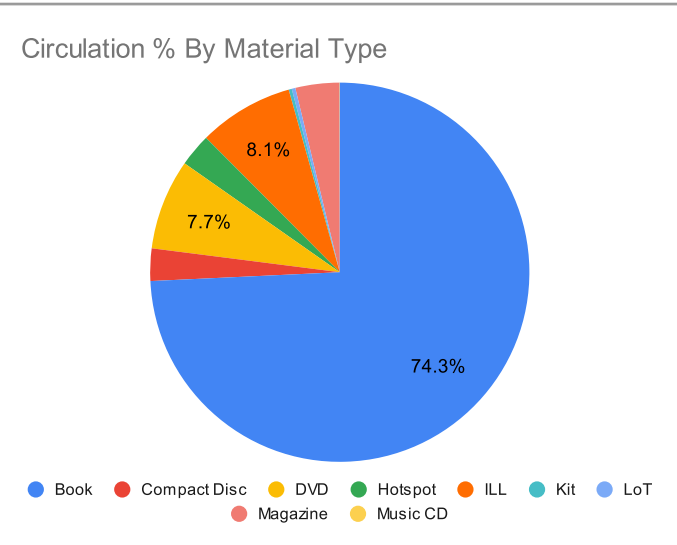
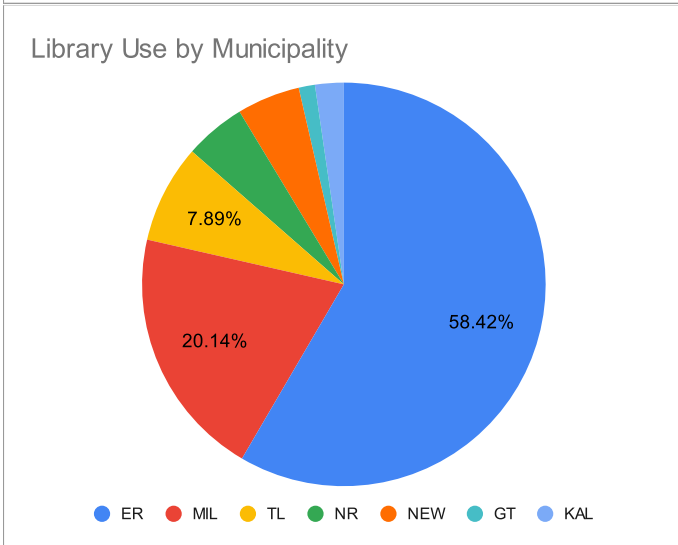
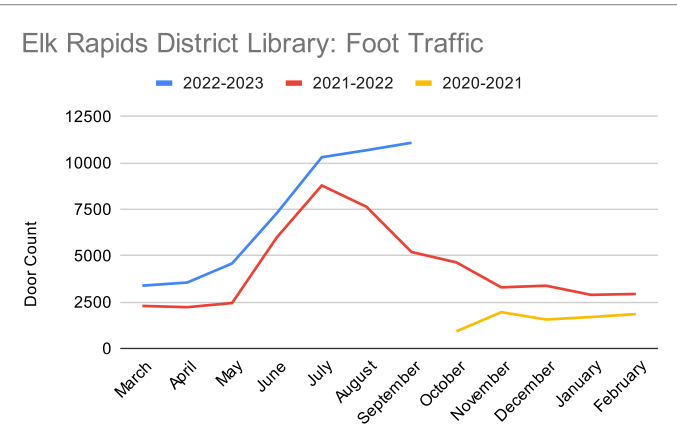
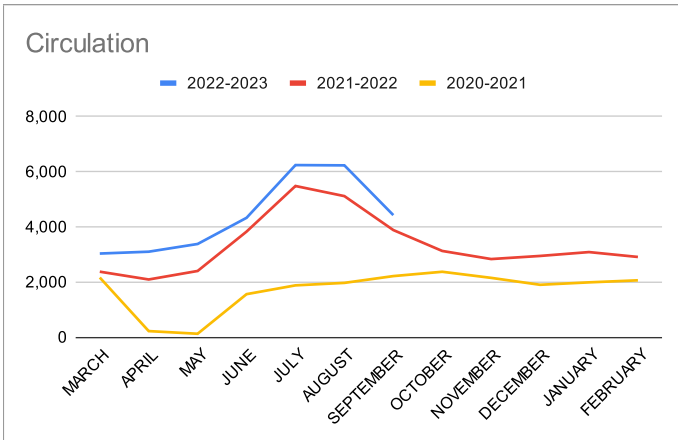
- Many shared they want to leave the Library at its current location and keep it as it is.
- Many want to honor what the community has in the current Library building and location but want more options and opportunities than what is available with current limitations.
- Many feel that if the Library is able/going to move forward with building renovations, new plans aren't necessarily needed, but they do need to continue to build relationships, communicate, and gather input.
- Many shared that if the Library were to leave the current building/location they want to see the space repurposed for the community.
- Residents of the townships are finding the conflict and conversations about the Library difficult because the focus is mainly on the Village of Elk Rapids. Those in the townships feel they aren't getting as much benefit from Library services.
- Accessibility limitations at the Library make the current building and location difficult for many people. The basement is difficult for people to access. The building in general is difficult for older people to access.
- Some feel the stairs up to the building are a hazard and need to be repaired. Others pointed out that the building is getting older and needs attention, specifically issues with the plumbing, constant moisture in the basement, issues in the restrooms, and holes in the foundation.
- To be a true gathering place, more parking is needed.

Director's Report September 8, 2022

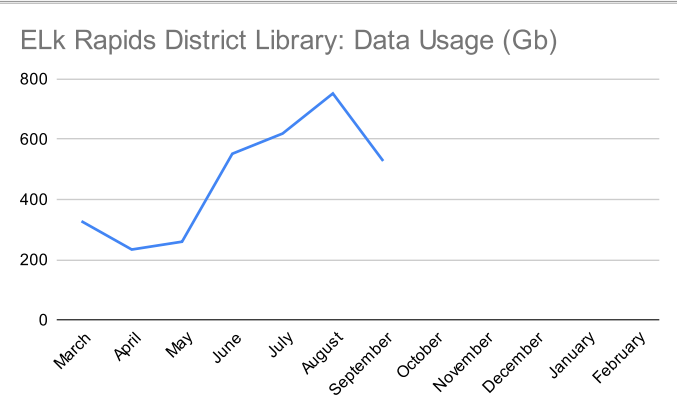
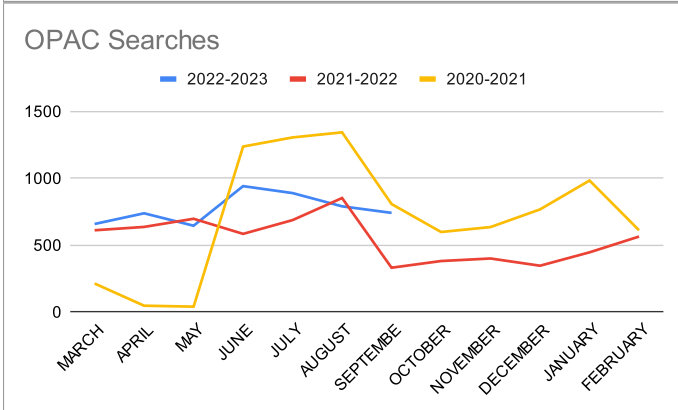
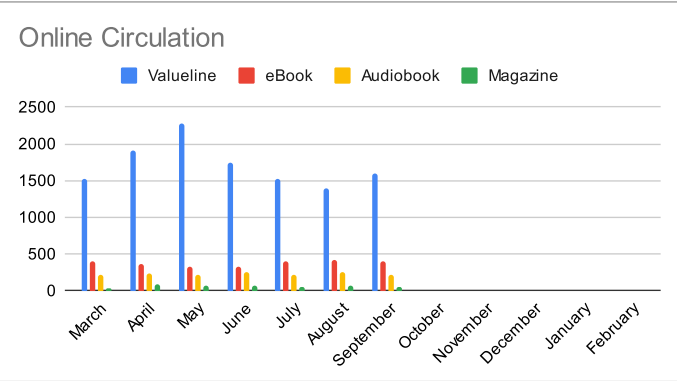
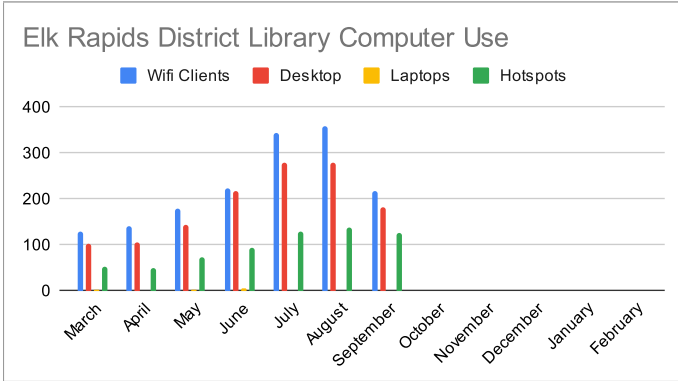
- Welcome back Tristan Furgeson!
- Cherryland Middle School library card program is moving forward.
 - Bulk upload with patron settings consistent with last month's provisional approval was successful. This means that all CMS students now have student patron accounts at the ERDL and the upload process is scalable.
 - Friends have committed to a \$3000 reimbursement fund to support the library and middle school
 - Next steps:
 - Develop outreach and education for CMS staff and students
 - Create workflow for processing and delivering OPAC reserves for CMS
 - Create process to accept new book requests from CMS staff and students parallel to ordering procedure for these materials at ERDL
- We have a new TV in the upstairs meeting room. This past Sunday was our first event after mounting this new equipment. The event was a success with 21 people in attendance. Thank you to Karen Simpson for her suggestion.



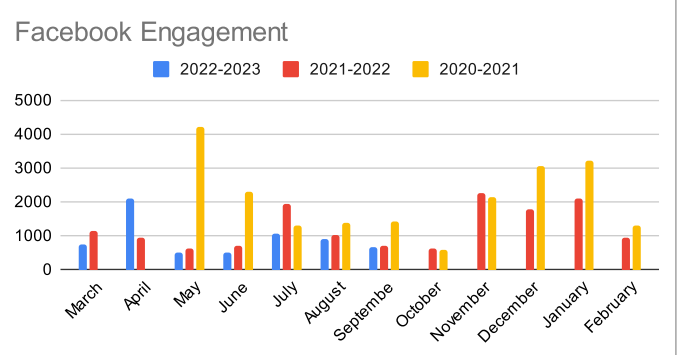
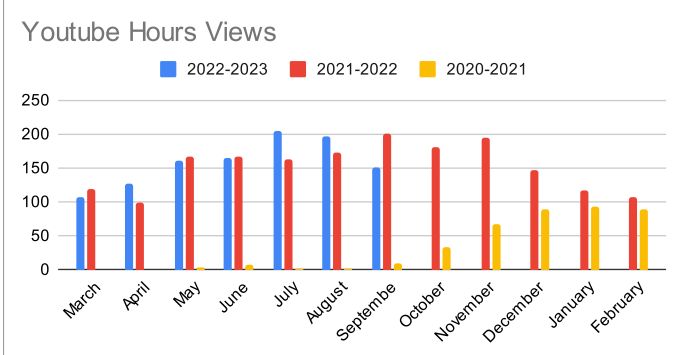
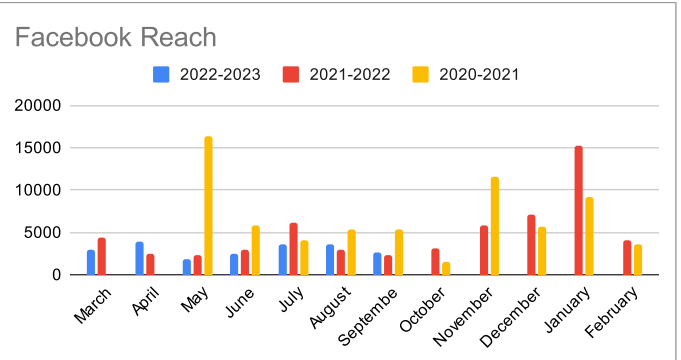
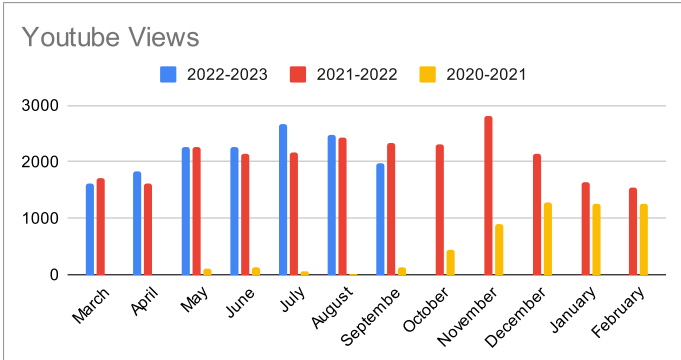
Circulation



Internet and Computer Services



Social Media and Virtual Programs



Friends of the Elk Rapids District Library
Liaison Report to the Board of Trustees
October 13, 2022

The Annual Meeting of the Friends Board of Directors was held by Zoom on September 26, 2022. The report prepared by the Board and Committee chairs provided highlights of a very good year:

Rebounding from the pandemic, our Profit & Loss statement showed

- net income of \$30,944, due to a very successful fundraising project in the fall of 2021 and ...
- the most successful year-to-date for the Book Cellar, raising more than \$12,800.

At the same time, the Friends once again provided support for the Summer Reading Program and the purchase of new equipment for the Library.

Preparing for the 2022-23 fiscal year, the Board elected the following officers:

Board Chair: Camille Campbell
Vice Chair: Sharon Bacon
Secretary: Ann McPhail
Treasurer: Laura Savoie

The regular September meeting of the Friends Board of Directors followed immediately. Highlights included:

- Approval of \$330 for shelving for the Library of Things
- Approval of funds to provide a “Thank You Lunch” for the staff and a welcoming gift for the new Director, Pamela Williams
- Agreed to provide funding for an event to introduce Pamela to the community, with details to be worked out with the new Director

We encourage the Trustees to adjourn to “Fall, Flannel & Friends” at Townline Ciderworks following their meeting on October 13.

Submitted by
Sharon Bacon
Liaison to the Board of Trustees